



**DEPARTMENT OF THE ARMY**  
**GOLF COMPANY, 71<sup>st</sup> TRANSPORTATION BATTALION**  
**705 READ STREET**  
**FORT EUSTIS, VIRGINIA 23604-5389**

REPLY TO  
ATTENTION OF:

ATSP-BDS-G

4 Feb 10

**MEMORANDUM OF INSTRUCTION**

**SUBJECT:** Transportation Basic Officer Leader Course (TBOLC)

1. **WELCOME**: On behalf of the U.S. Army Transportation School, congratulations on your branch selection and welcome to Fort Eustis, the home of Transportation.

2. **INTRODUCTION**: The Transportation Basic Officer Leader Course (TBOLC) is designed to teach you the skills necessary to be a successful platoon leader and transportation staff officer. While you are here, you will learn of our proud history, and upon graduation, you will be inducted into the Regiment. The course will challenge you both physically and mentally. You will learn the tactical skills necessary to survive on the battlefield as well as the technical skills required to work in all modes of transportation and movement control. You will also develop your social skills through professional acquaintances and social events.

Course dates can be viewed on ATTRS website:

<https://www.atrrs.army.mil/atrrscc/courseInfo.aspx?fy=2010&sch=551&crs=8-55-C20B&crstitle=TRANSPORTATION+BASIC+OFFICER+LEADER&phase=>

3. **TRAVEL TO FORT EUSTIS**: Fort Eustis is easily accessible by plane, bus, or privately-owned vehicle (POV). An area/Fort Eustis map is included on our website. If traveling by plane, make sure your reservations are to the Newport News/Williamsburg Airport, or to Norfolk International Airport. You must obtain transportation from the airport. Taxis are available. Remember, you must keep receipts for all expenses to file for government reimbursement. After 2200, the military police conduct 100% searched on all vehicles entering the installation. All vehicles are subject to search prior to entering the installation.

**Note:** Reserve and Guard personnel traveling by POV will only be reimbursed for mileage up to the maximum of a government purchased plane ticket.

4. **TRAVEL ON FORT EUSTIS**: All personnel traveling by POV are required to have a valid DOD Decal or obtain a temporary vehicle pass. Vehicle passes are good for 30 days and can be obtained from the Visitor Center located at building 2, which is on the right hand side just prior to the front gate. To obtain a pass, you will need to have a valid state driver's license, registration, proof of insurance, DOD ID card, and a copy of your orders.

5. **WHERE TO REPORT**: If you are reporting during regular duty hours, report to Golf Company, room 58, building 705, in ACUs. If you are reporting on Sunday or after duty hours,

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proceed to the Staff Duty Officer (SDO)/Staff Duty Noncommissioned Officer (SDNCO) at Building 1012. Park in the rear of the building, 8th Brigade Headquarters. If an emergency arises that will delay your arrival contact Golf Company during duty hours, Monday through Friday 0800-1700, at (757) 878-6675/6840/6483. If you are calling during non-duty hours contact the SDO at (757) 878-6059/5501.

6. **IN-PROCESSING**: You will start your in-processing and report in on the first Monday of your course start date. You will report to BLDG 705, Room 58 at 0550. **In-processing closes at 0700 on** the first Monday-do not be late. You are supposed to be on post the day prior. You must report in your Improved Physical Fitness Uniform (IPFU) **NO EXCEPTIONS** .

a. **COMPANY WEIGH-IN**: You must be in the Improved Physical Fitness Uniform (IPFU) for weigh-in as part of in-processing. If winter IPFU sweats are worn, then you must have your shorts and T-shirt underneath. This is mandatory for the weigh-in. Not in the proper uniform will result in not being in-processed.

b. **Bring your Army Combat Uniform** (ACU) where you can easily retrieve it and change into after your height/weight screening is completed. Your morning of in-processing will be heavy, so time is a virtue. Changing facilities are available throughout Building 705 and the installation.

7. **PCS TO FORT EUSTIS**: Soldiers who are permanently changing station to Fort Eustis will not be affected by MTSS. Soldiers falling into this category must obtain permanent housing as soon as possible and should plan appropriately when arriving. Students on PCS status are encouraged to report at least 30 days prior (if annotated/authorized on orders) in order to get established prior to the class start date. There is no time allotted to complete this during class instruction.

8. **MTSS (Military Training Service Support)**: All TBOLC classes use this new system and it applies to all personnel attending TBOLC that are Army Reserve, National Guard and active duty. Summary of how MTSS will affect you is below.

9. **MTSS AND LODGING**: Lodging will be provided free of charge during your stay. After you report (see para 5 above) you must proceed to General Smalls Inn, 1700 Madison Ave (757-878-5807/2337), for your room assignment. Room assignments will be on-post, but if not available, General Smalls Inn will assign you to a contracted facility off-post. Family members/guests who accompany students will pay an additional fee for the contracted rooms (see General Smalls Inn staff for specific pricing). Students will pay any auxiliary charges incurred (long distance, room service, movie rentals, etc.) during the stay.

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10. **FAMILY MEMBERS AND VISITATION**: Family separation allowance (FSA) is authorized while you are TDY at Ft. Eustis; you can file for FSA during in-processing at your follow-on assignment or upon return to your home unit. If you want to have your family members visit during the course their lodging, meals, and travel costs are your responsibility. Family members/guests who accompany students will pay an additional fee for the contracted rooms (see General Smalls Inn staff for specific pricing). You must make arrangements with General Smalls Inn for family members and/or guests. Family members will not receive any funding under MTSS.

11. **MTSS AND TRANSPORTATION**: Limited on-post government transportation is available for those who do not have transportation (e.g. buses). If you do bring your POV, in-and-around mileage of 10 miles per day (for those staying on-post) and 25 miles per day (for those off-post) per day is authorized (log must be maintained). Students who travel by air (without POV) will be authorized a taxi fare of up to \$50.00 a week.

12. **MTSS AND MEALS**: You will no longer receive Per Diem payments for meals consumed on each day of class during the week. Meals will be provided five days a week (Monday through Friday) for breakfast, lunch, and dinner. Proportional Per Diem will be authorized on weekends and federal holidays. Meal cards will be issued during in-processing. Students can check on per diem rates at <http://www.dfas.mil/>

13. **MTSS INCIDENTALS**: The other entitlements not mentioned above for you during you stay are as follows: \$3.00 daily incidentals and \$2.00 daily for laundry services after your seventh day.

14. **UNIFORM AND APPEARANCE**: Students must maintain a neat, orderly appearance at all times and conform to the haircut standards outlined in AR 670-1. The uniform will be worn as prescribed in AR 670-1. The ACU is the prescribed uniform while attending class. All National Guard and Reserve students are required to have a serviceable Class A uniform for the graduation ceremony and dining in. Regular Army students are required to have dress blues for the dining in and for graduation. Do not procrastinate in ordering your dress blues if you do not already own them. All active duty Soldiers will wear the 8th Transportation Brigade patch on their ACUs and Class As. National Guard and Reserves will wear their home unit patch. Wear of the black beret is the only head gear authorized for garrison operations. If you have not received a beret, you need to acquire one, shave and shape it prior to arriving to TBOLC.

15. **PHYSICAL TRAINING POLICY**: Physical training and readiness are essential to all Soldiers and is one of the cornerstones of the basic course. You are required to conduct physical fitness with Golf Company Monday thru Friday from 0600-0715. All Soldiers walking or running on Fort Eustis must wear reflective clothing. Red reflective safety belts will be worn

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in PT uniform (issued during in-processing).

16. **EMERGENCY TELEPHONE NUMBERS**: During your stay here, calls during duty hours should be directed to Golf Company, CDR (757) 878-6840, 1SG (757) 878-6483, OPS (757) 878-6675/6481 or DSN 826-XXXX, or the Reserve/National Guard Liaison Office at (757) 878-2162. After duty hours, calls should be directed to the SDO/SDNCO at (757) 878-6059 or DSN 826-6059.

17. **MAILING ADDRESS**: All mail will be delivered to Golf Company, and the TAC NCO will retrieve this mail daily.

SAMPLE MAILING ADDRESS:   Name/Rank/SSN  
  TBOLC / Class Number  
  Golf Company, 71st Trans Bn,  
  705 Read Street, Rm 58  
  Fort Eustis, VA 23604-5389

18. **PERSONAL PHONE MESSAGES**: Phone calls will only be accepted under emergency circumstances and should be routed through Golf Company. The caller must provide your complete name, rank, course, and class number, and you will be contacted through your class leader or instructor.

19. **LEAVE DUE TO AN EMERGENCY**: Leave is only granted through Red Cross notification. If you desire to take leave, your course manager and the Golf Company Commander must approve it during duty hours. After duty hours, the 8th Transportation Brigade SDO/SDNCO will contact Golf Company to process the emergency leave. The 8th Transportation Brigade contact phone number is 757-878-5501.

20. **PASS POLICY**: Students desiring to travel more than 250 miles, one way will require a mileage pass. Students desiring to travel more than 250 miles will require an approved DA Form 31 (Request and Authority for Leave). The class leader is responsible for ensuring that the roster is completely filled out correctly for turn-in by COB Wednesday for each week for the upcoming weekend. Incomplete passes will be returned to the class leader without action for resubmission. You must have a complete address, phone number, and prior approval by CDR/1SG before proceeding on the pass. Please remember that passes are a privilege.

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21. **PRIVATELY OWNED WEAPONS**: All privately owned weapons must be registered with the PMO and stored in the Post Arms Room. Privately owned weapons are defined as any firearm or knife (longer than 3 inches). All students arriving with privately owned weapons must notify Golf Company immediately for registration or storage purposes. Only the Golf Company Commander can authorize in writing the storage of any privately owned weapon(s). If you wish to sign out your weapon, you must do so in writing to the commander with justification no later than three days prior to the weekend. Any student who signs out their firearms assumes full responsibility for the use, handling, storage and complete compliance with Army regulations, post policies, and local/state laws.

22. **CLOSING**: During your instruction during TBOLC, your instructors and I will be available for assistance throughout the duration of the course. Your first three days will be busy. Keep in mind that we have a lot to accomplish in a very short time period. Be flexible! The key to success is ***ATTENTION TO DETAIL*** and ***LEADERSHIP BY EXAMPLE***. The additional enclosures will help you during your orientation.

23. POC for this memorandum is the undersigned at 757-878-6840 or e-mail me (via AKO) at gregory.grossman@us.army.mil.

4 Encls

1. Key Events
2. Essential Items
3. Packing List
4. Pertinent Info

*////Original Signed////*

GREGORY W. GROSSMAN  
CPT, LG  
Commanding

ENCL 1

SUBJECT: Key Events

Below is a list of key events that will occur during your time at TBOLC. Exact dates and times will be given to you upon your arrival (see class schedule).

**COMPANY WEIGH-IN (DAY 1):** You must be in the Improved Physical Fitness Uniform (IPFU) for weigh-in as part of in-processing. If winter IPFU sweats are worn, then you must have your shorts and T-shirt underneath. This is mandatory for the weigh-in. Not in the proper uniform will result in not being in-processed. Bring your Army Combat Uniform (ACU) where you can easily retrieve it and change into after your height/weight screening is completed. Your morning of in-processing will be heavy, so time is a virtue. Changing facilities are available throughout Building 705 and the installation.

**ARMY PHYSICAL FITNESS TEST (APFT):** All students will be required to take a diagnostic APFT on the first Wednesday after arrival, at 0530 at Murphy Field and a record APFT prior to graduation (three to four weeks prior). Any student who fails to pass the APFT will be allowed to retest each Wednesday morning until they pass. The APFT will be conducted in IPFU's. **Soldiers who meet the academic course requirements, but fail HT/WT/APFT will not graduate and become a 'holdover' officer until he/she is in compliance.**

**STAFF DUTY OFFICER (SDO):** This duty will be performed on weekdays from 1630-0600. You are required to attend class the following day; you do not have the following day off. Weekend shifts are performed from 0600-0600.

**DINING IN:** Each class plans, organizes, and executes a formal dining-in held at the Fort Eustis Club. This event takes hours of hard work and planning, but it will be a memorable evening.

**COMMANDING GENERAL'S RECEPTION:** This reception is held at the Fort Eustis Club where you will have the opportunity to meet some of the key individuals in the Transportation School and from the Fort Eustis community. You will be required to sing the Transportation Song at this event.

**GRADUATION CEREMONY:** This is the final event of your stay at Fort Eustis. You are encouraged to invite your family and friends to watch with pride as you receive your diploma signifying your entrance into the Transportation Corps and Regiment. This is not an all-inclusive list of events and commitments. Throughout the course, your class may be tasked with various duties, often on short notice. You must remain flexible and work with your chain of command. **REMEMBER, YOU ARE BEING DEVELOPED AS A LEADER!**

ENCL 2

SUBJECT: Essential Items needed for TBOLC course and functions

To provide Transportation Officer Basic Course (TBOLC) students information for budget planning purposes.

1. You can purchase your clothing at Military Clothing and Sales. Please allow sufficient amount of time for repairs and alterations. Operating hours are 0900 to 1800 Monday, Wednesday - Friday 0900 – 2000 and 1000 - 1500 on Saturday. The telephone number is 878 - 3169.
2. Reserve personnel must have Class A's (double knit polyester). Active duty personnel will be required to purchase or order Dress Blues within 30 days of arrival and will wear them to the dining-in. **NO EXCEPTIONS**
3. Each TBOLC student must have at least FOUR pairs of ACUs, ONE field jacket or Gortex, TWO pairs of glove liners, and ONE pair of black gloves (shells). All clothing will have appropriate patches.
4. The Transportation School patch will serve as the unit patch for the ACUs. ARNG and Reserves will wear the appropriate patches and crests. Students being PCS'd to Fort Eustis/Fort Story (assigned to 7th Sustainment Brigade) will wear the 10th Mountain Division patch and their battalion crest on their uniforms.
5. TBOLC students must plan, coordinate and execute a formal dining in during the course. Anticipate saving money to pay for this event and any other functions you may be required to attend. Dining-in averages \$60.00. However, costs are offset through class bake sales, car washes, fund raisers, etc.

ENCL. 3

SUBJECT: Packing List

The following items are required for TBOLC officers

**CLOTHING BAG LIST – FEMALES**

Female Soldiers are required to possess the following clothing items in the quantities listed. Soldiers may purchase and wear optional items, authorized by AR 670-1, but are required to maintain the issued specification item in the quantities listed below.

| ITEM                                   | QUANTITY |
|--|----------|
| Beret, black                           | 1        |
| Belt, tan, web                         | 1        |
| Boots, combat, brown                   | 2 pr     |
| Cap, ACU ,                             | 1        |
| Cap, Knit, grey                        | 1        |
| Coat, all weather                      | 1        |
| Coat, ACU,                             | 4        |
| Coat, AG 489, classic                  | 1        |
| Coat, ACU, Cold Weather                | 1        |
| Duffle Bag                             | 1        |
| Gloves, black leather                  | 1 pr     |
| Gloves, Inserts, wool                  | 2 pr     |
| Necktab, universal                     | 1        |
| Shirt, AG 415, short sleeve, new style | 2        |
| Shirt, AG 415, long sleeve, new style  | 1        |
| Skirt, AG 489 classic                  | 2        |
| Slacks, AG 489 classic                 | 2        |
| Shoes, oxford, black                   | 1 pr     |
| Shoes, pumps, black, dress             | 1pr      |
| Socks, green, OG408/Black              | 7 pr     |
| Trousers, ACU, temperate,              | 4pr      |
| Undershirt, tan                        | 7        |
| Jacket, IPFU                           | 1        |
| Pants, IPFU                            | 1        |
| Trunks, IPFU                           | 2        |
| T-shirt, LS, IPFU                      | 1        |
| T-shirt, SS, IPFU                      | 2        |

**NOTE:** Females are paid a cash allowance to purchase a pair of black pumps and necessary underwear and hose.

**\*\*\* ALL ACTIVE DUTY OFFICERS WILL HAVE THE DRESS BLUE UNIFORM!! \*\*\***



## **CLOTHING BAG LIST – MALES**

Male Soldiers are required to possess the following clothing items in the quantities listed. Soldiers may purchase and wear optional items, authorized by AR 670-1, but are required to maintain the issued specification item in the quantities listed below.

| ITEM                                   | QUANTITY |
|--|----------|
| Beret, black                           | 1        |
| Belt, black, web                       | 1        |
| Boots, combat,brown                    | 2 pr     |
| Cap, ACU                               | 1        |
| Cap, Knit, grey                        | 1        |
| Coat, all weather                      | 1        |
| Coat, ACU,                             | 4        |
| Coat, AG 489, classic                  | 1        |
| Coat, ACU, Cold Weather                | 1        |
| Duffle Bag                             | 1        |
| Gloves, black leather                  | 1 pr     |
| Gloves, shells, cold weather           | 1 pr     |
| Gloves, inserts, wool                  | 2 pr     |
| Necktie, black                         | 1        |
| Shirt, AG 415, short sleeve, new style | 2        |
| Shirt, AG 415, long sleeve, new style  | 1        |
| Shoes, black                           | 1 pr     |
| Socks, black                           | 3 pr     |
| Socks, green, OG408/Black              | 7 pr     |
| Trousers,ACU ,                         | 4 pr     |
| Trousers, AG 489                       | 2        |
| Undershirt, brown                      | 7        |
| Undershirt, white                      | 2        |
| Jacket, IPFU                           | 1        |
| Pants, IPFU                            | 1        |
| Trunks, IPFU                           | 2        |
| T-shirt, LS, IPFU                      | 1        |
| T-shirt, SS, IPFU                      | 2        |

**\*\* ALL ACTIVE DUTY OFFICERS WILL HAVE THE DRESS BLUE UNIFORM!! \*\***

ENCL 4

SUBJECT: Pertinent information for success in TBOLC

1. Most students either come prepared with their own money or get an advance from their government travel cards. You will be reimbursed; however, it takes time to work your paperwork through the system. Be prepared to spend some of your own money or use your government travel card. MTSS will alleviate most costs incurred in the past, but you will still have to submit paper work for reimbursement for meals on weekends and holidays, as well for mileage and incidentals.

2. The technology assets at the Transportation School are limited. You will be required to write papers, do a battle analysis and many other assignments from your instructors. It is highly urged that you bring your own computer and printer from home or make sacrifices in order to use the Transportation School's assets.

3. Time management is the key to success here at the Transportation School. You will soon become a platoon leader, if you have not already been one. Many tasks will unexpectedly be thrown your way. Be flexible and positive. Believe it or not, you will get through this – together!

4. Get to know the staff and your instructors. Most, if not all, will help you in any way they can. However, you have to go to them for there is only one of them and many students. This will make your days and your stay here at Ft. Eustis shorter and more enjoyable.

5. Work as a team. There will be tough days here at the Transportation School. However, if you pull together as team it won't seem so bad. Try to maintain a positive outlook about your class and your peers. They will be the people you turn to now and in the coming years for help.

6. Work with your TAC NCOs. They are there to help you. Do not go in-between them and an on-post installation offices such as finance or housing. You are still in a student status, and therefore, you must go through your TAC.

7. You are on your way to becoming a professional Soldier. With that in mind, there are some items that a leader should have to project the right image. They are:

- ranger beads (optional)
- 550 cord (optional)
- flashlight
- chin strap (kevlar)
- head cushion (optional)